

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-07 Statewide Structural Support Inspections

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

County- Statewide

Route- Various

Project Description – Provide structural inspections for overhead traffic sign trusses, high mast lighting, mast arms, and other steel/aluminum structures.

II. PROJECT INFORMATION

Project Manager – Ted Swansegar, PE

User Division – Traffic Operations

Project Length - Will vary with inspections

Approximate Fee - **\$400,000 Upset limit for contract.** Projects to be assigned by letters of agreement, not to exceed \$200,000 each (Cost Plus) per year, One consultant to be selected, 2 year contract term

Projects will be assigned by letters of agreement

Contract Duration - 2 years from Notice to Proceed

III. PURPOSE AND NEED

To ensure the continued safety of overhead sign supports, high mast lighting, mast arm poles, and other steel/aluminum structures by providing inspection services to determine and evaluate the condition of these structures per AASHTO Guidelines and directed through the Kentucky Transportation Cabinet, Department of Highways.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

The selected consultant will provide structural inspection services for overhead sign supports, high mast lighting, mast arms, and other steel/aluminum structures as requested. The intent is to complete inspection activities of statewide structure over a five-year cycle.

Inspection services includes, but is not limited to:

- 1.) Inspecting existing structures,
- 2.) Inspecting new structures,
- 3.) Adding new structures to the inventory schedule,
- 4.) Identifying structural issues and providing condition assessment,
- 5.) Providing minor repair or general maintenance services, and
- 6.) Removal of structural items so they can be inspected

The consultant firm shall provide the number of inspectors requested by the Cabinet for requested inspections through the Division of Traffic Operations. The inspectors shall use inspection instruments, tools, and visual inspection to inspect existing structures and to ensure compliance with AASHTO Guidelines. All instruments and tools shall be preapproved by project manager.

Inspectors shall coordinate with their assigned manager to keep accurate records, including a daily time sheet of hours worked and work performed.

The inspectors shall demonstrate experience and knowledge of structural inspection and record keeping. The inspectors shall be capable of handling the physical requirements needed to access and perform arms length inspection of the structures.

The consultant shall provide Automatic Vehicle Location (AVL) technology on all work vehicles. The AVL system shall provide the Contract Manager the ability to track these vehicles at all times in near real time. The AVL system shall be in operation at all times the firm is performing the inspections. The AVL system shall update position data at a maximum interval of 5 minutes. The AVL system shall provide near real time map-based tracking as well as historical records of vehicle position that can be viewed, queried, and downloaded from the system. The AVL system shall identify each individual vehicle in use. The AVL system shall provide a web interface with password protected login to obtain tracking information. The costs for providing this equipment and service shall be incidental. The firm shall, without cost to the Cabinet, purchase and subscribe to a different AVL service if the information provided by the service is not acceptable to the Contract Manager.

VI. SPECIAL INSTRUCTIONS

The required personnel must be able to report for work at the location of the inspection after the consultant is given a notice for their services. Inspectors must supply their own vehicle with safety light and personal protection equipment. The inspectors should expect to be utilized at locations statewide.

Inspectors shall have at least five (5) years of electrical inspection/construction experience. Engineering education may be substituted on a year by year basis with the KYTC's Engineer's approval.

Certifications listed below shall be held and maintained throughout the duration of the contract:

- [Work Zone Traffic Control Supervisor Qualification](#) –WZTCS. Each crew shall have one WZTCS and shall have qualifications within 6 months. **Consultant shall provide**

evidence of one certified WZTCS for the inspection team. Proof of certification shall be provided before starting any work and certification shall be maintained throughout the length of the contract. Qualification shall be current within 5 years.

- Work Zone Traffic Control Technician Qualification – WZTCT. Each crew shall have one WZTCT initially and all members of the crews shall have qualifications within 6 months. Qualification shall be current within 5 year

Responses should include a list of inspectors with these qualifications.

Inspectors that fail to show experience and understanding of construction practices, record keeping and workmanship in regard to inspections may be dismissed from the project without notice.

~~The contract period will be two (2) years with an upset limit of \$1,000,000.~~ Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contract will not be modified to increase the upset limit or extend for time to assign new work.

This contract will be negotiated as an actual cost for the person, travel, lodging, per diem, overhead, and profit.

There shall be only one consultant firm selected. Joint-ventures or subcontracting will be allowed.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

VII. STRUCTURE DESIGN

The selected consultant may be required to provide information to the Divisions of Structural Design, Traffic Operations, or Maintenance for the development of repair plans. The Department will provide any necessary design services.

VIII. METHOD OF DESIGN

None

IX. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant project team must be prequalified in the following areas by the response due date of this advertisement.

BRIDGE MAINTENANCE SERVICES

- In-depth Structure Inspection

The Project Manager is not required to be a registered Professional Engineer or on-site. However, the firm must have a minimum of one registered Professional Engineer with registration in Kentucky who can demonstrate structural inspection knowledge and experience.

X. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.

ADVERTISEMENT DATE • January 13th, 2015

RESPONSE DATE • Wednesday, February 4th, 2015 by 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • February 10th, 2015

FINAL SELECTION COMMITTEE • February 25th, 2015

CONTRACT SCOPING CONFERENCE • March 4th, 2015

NOTICE TO PROCEED • April 1st, 2015

XI. PROJECT SCHEDULE

Projects will be assigned via a Letter Agreement. Project Schedule Milestones will be negotiated for each assigned project and reflected in the negotiated Letter Agreement.

Expected times to complete:

- DRAFT OF FINAL INSPECTION RESULTS - Within 45 days after inspection
- FINAL INSPECTION REPORT - Two Weeks after draft submittal
- COMPLETION OF ALL SERVICES - June 30, 2020

XII. EVALUATION FACTORS

1. In-house capacity and capacity to perform the required services. (25 points)
2. Experience and performance on past or similar projects. (25 points)
3. Demonstrated familiarity with in-depth inspection requirements. (10 points)
4. Capacity to comply with schedules. (15 points)
5. Availability of required climbing equipment. (10 points)
6. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XIII. SELECTION COMMITTEE MEMBERS

1. Ted Swansegar, P.E., User Division
2. Grant DeRossett, User Division
3. Jill Asher, P.E., Secretary's Pool
4. Wheeler Nevels, P.E., Secretary's Pool
5. David Mitcham, Governor's Pool